

Guidelines to use for filling RTI Online

<http://rtionline.gov.in/request/guidelines.php?request>

1. This RTI Online Portal facilitates the Indian citizens to file RTI application online and to make payment for RTI application online. It also facilitates the Indian citizens to file First appeal online.
2. At present, an applicant who desires to obtain any information under the RTI Act 2005 can make a request through this portal to Department of Personnel and Training (DoPT) only.
3. On selecting the option Submit Request in the RTI Online Portal, the applicant needs to provide the required details in request form. The fields pre-fixed with * are mandatory.
4. The text of the application may be written in the prescribed column of the form.
5. At present, the text of the application is confined up to 500 characters only in the prescribed column of the form.
6. In case, the text of an application contains more than 500 characters, it can be uploaded as a PDF attachment in the Supporting Document column of the form.
7. After filling the first page, a non-BPL applicant has to click on Make Payment button for remittance of the prescribed RTI fee.
8. The applicant can pay the prescribed RTI fee through the following modes:
 - (i) Internet banking through SBI and its associated banks;
 - (ii) Using ATM-cum-Debit card of SBI.
9. For a non-BPL applicant, an application shall be considered only after making successful payment through the above-mentioned modes.
10. No RTI fee is required to be paid by any citizen who is below poverty line, as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, alongwith the application.
11. Fee for making an application is as prescribed in the RTI Rules 2012.

12. On submission of an application, a unique registration number be issued, which may be referred by the applicant for any future reference.
13. It may be noted that the application filed through this RTI Online Portal reach electronically to the Nodal Officer of DoPT and Not to the CPIO of the concerned Ministry/Department.
14. The Nodal Officer shall transmit the RTI application, either electronically or physically to the concerned CPIO.
15. In case the RTI application is not meant for DoPT, the Nodal Officer of DoPT will transfer the application physically to the concerned ministry/department, under section 6 (3) of the RTI Act.
16. In case additional fee representing the cost is required for providing information, the Nodal Officer shall intimate the same, which can be viewed by the applicant through View Status option in the RTI Online Portal and an e-mail alert be sent to the applicant for the same,.
17. For submitting the additional fee online, the applicant needs to use the option View Status in the RTI Online Portal and on providing the registration number of the request option for Make Payment provided.
18. For making an appeal to the first Appellate Authority, the applicant has to select the option Submit First Appeal in the RTI Online Portal and fill up the form that appear.
19. The registration number of original application may be used for the reference.
20. As per RTI Act, no fee has to be paid for first appeal.
21. The appeal so filed through this RTI Online Portal also reach electronically to the Nodal Officer of DoPT and Not to the first Appellate Authority.
22. The Nodal Officer transmit the first appeal to the concerned First Appellate Authority (FAA), either electronically or physically.
23. At present, an applicant/the appellant can see only the following status :
(i) Date of filing of Request Application

(ii) Amount of Additional fees, if required to pay

(iii) Date of filing of Appeal

24. Though optional, the mobile number can be provided by the applicant/ appellant in order to receive SMS alerts.

25. To begin with, the CPIOs and the FAAs reply to the applicant/appellant in physical mode, as being done at present.

26. The RTI Online portal facilitates the citizens to register them onto the portal. User registration is optional.

27. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 continue to apply. I have read and understood the above guidelines.

28. In case an application/first appeal is filed after normal office hours, the same will be accessed by the Nodal Officer during the next working day.